[Your Name]

[Community Center]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This is to verify that Miss Margaret has voluntarily worked with us at the KIMS Hospital. She was placed in our HR Department. During her volunteer work, she proved to be a diligent and responsible individual. Her duties were to successfully file in patient detail in the respective patient file and request for documents which were not complete. Making a set of each and then placing them in the right order.

Margaret demonstrated an excellent understanding of the nature of her job. During her 100-hours volunteer work, she displayed good behavior and observed the code of conduct.

We were pleased to have worked with her. For any more information, feel free to contact us on 435-675-998.

Sincerely,

[Your Name]

[Title]